

SAP TRAINING FOR NEW AASIS USERS (A Quick Reference Guide)

Log On To AASIS

Access the SAP Logon screen by double clicking on the SAP icon.

4 Fields screen:

The SAP R/3 Main Screen is displayed. There are four (4) fields on this

- Client
- User
- Password
- Language

User ID important functions:

Your User ID is set up by Network Support personnel and serves 2

- Determines your SAP access rights (for instance, what tasks you can perform in the system). For example, if you are an Accounts Payable Clerk, your User ID will allow you to access all the system tasks that you need to do your job. It will not allow you to access the system to process customer orders, if that is not a part of your job.
- Identifies you to the system and is used to create an audit trail of your system activities – any entries or changes that are made under your User ID/System logon that can be traced back to you via the activity log.

SAP Passwords

The logon password protects the AASIS system against unauthorized access. This ensures that company data remain confidential and cannot be changed by anyone unless they are authorized to do so.

The password you type is not displayed for security purposes. If you type incorrectly, the system will display a warning message.

Title Bar

All SAP screens have a title bar, which indicates which part of the system you are in and what function you are currently doing (for example, creating a sales order).

Menu Bar

The menu bar is somewhat different. It lists headings for each of the different areas of the system. The **business areas** are contained under these menus:

Office
Logistics
Accounting
Human Resources

The **administrative areas** (like User profiles) are under these menus:

Information systems
Tools
System
Help

Standard Toolbar (Button Bar)

The white area on the button bar is called the Command field and is used to navigate through the system using task codes rather than the menu bar. We'll discuss how to do this later.

The "buttons" or icons perform different functions in the system. As we continue, we'll practice using all of them to navigate through the system.



Enter checks your work after entering information on a screen.



Save any changes



Back accesses the previous screen



Exit the current transaction



Cancel the current data, but stay in the transaction



Access a list of all values or matchcodes that may be used in a field



Access definitions for fields, menus, functions, and messages



Move to the first screen in a list



Move to the previous screen in a list



Move to the next screen in a list



Move to the last screen in a list

**Standard Toolbar
(Continued)**



Command Field – Move to a screen using transaction codes

If a button is grayed out, it is unavailable for use and clicking it will have no effect.

Main Body

This is where information is entered when a particular task or function has been selected.

Message or Status Bar

At the bottom of the screen SAP displays messages to the user (depending on your User Defaults, messages may also be displayed in a pop-up box in the middle of the screen).

- The SAP environment you are working in
- The server used for that environment
- Whether the insert key is active
- The time

Right Mouse

Many screens have so many options available that not all options fit on the function bar.

Button

These options can be listed by clicking the right mouse button anywhere on the screen. One option can be selected by double clicking on the option with the mouse or by using the function keys. Note that every icon on the screen also has a corresponding function key that can be used in case you're a keyboard person instead of a mouse person.

System Tasks





A system task is a business function performed in the system. For example, creating a purchase order to buy laminate from a vendor is a business task. There are three (3) types of system tasks:

- Create
- Change
- Display

Transaction Codes

Every system task in SAP has a transaction code associated with it. There are two reasons why you need to know how to find out the transaction code:

1. If you have a problem with the system, the technical people will want to know the transaction code.
2. If you decide to start using the Command field to navigate, you'll need to know the transaction code.

Transaction Codes	(White entry field on Standard Toolbar)
And Menu Paths	To access a transaction from here, the Command is always /n + the transaction code (for example, I want to do this as in /nMM00). /n tells the system to end the current transaction before starting the other.
Types of Fields	<p>Types of SAP fields:</p> <ul style="list-style-type: none">• Optional – Do not have to complete unless desired.• Default – Information is populated in these fields from other areas of the system, or from interfaces.• Conditional – A field that may be required based upon a previous entry.• Required – SAP required fields are usually identified by . (Note: A field containing a  is a required field which will not allow you to continue the transaction until data is entered. Not all required fields have , but all fields with a  are required.)
Multiple Sessions	<p>System → Create Session</p> <p>Note that PRD (2) is displayed in the bottom right of the screen in the message bar indicating the second session. You may toggle between the two sessions just as you would between windows.</p> <p>How do you close the session? Click on:</p> <p>System → End Session</p> <p>You can also open another session from the Command field if you know the transaction number.</p> <p>From the command line, type /oME51 (first “O” is like “Open Session”).</p> <p>The maximum number of concurrent sessions allowed is six.</p>
System Messages	<p>There are 3 other types of screen messages:</p> <p>Warning – Indicates a possible error has occurred. This is a built in “logic check”. For example, the date entered is in the past or future. You can continue without changing the entry by pressing ENTER.</p> <p>Information – Communicates about something you have done. For instance, when a purchase order is created, an information message confirms that the system has saved the information.</p>

**System Messages
(continued)**

System abend (abnormal end) – A serious system error has occurred and you cannot continue until it is fixed. If you have an Abend message, **contact Network Support Personnel**. You can't solve the error by yourself. Abend messages are not encountered very often, and they are not the result of anything you have done.

Admin Messages

Additionally, there is another type of message you can get. This is a message from the system administrator, informing you about things like, "the system is coming down in 5 minutes".

**Moving Around
the Screen**

You can move the cursor around the SAP screen in one of three ways:

- Mouse
- Arrow Keys
- Tab & Shift + Tab



Deleting Incorrect

If you type the wrong entry in a field, place the cursor at the beginning of the field and

Entries

press the **Delete** key on the keyboard until the incorrect entry disappears, or you can click and drag to highlight the field and press **Delete** once.

F1 – F4 Help

What if I didn't know what to put in a field? (Click  or F1 for field help; you can also press  or F4 for possible field entries.)

**Master Data and
Transactional Data**

SAP data is divided into **Master data** and **Transactional data**.

Master data is a collection of information about an object or person, for instance, a customer, a material, or a general ledger account.

SAP Master Data

This collection of information is held in a special SAP file and is referenced whenever we deal with the object or person. For example, whenever we take an order from a customer, SAP references his customer master file to find out his address and payment terms.

SAP Transactional

Transactional data represents a specific business event, like creating a sales order.

Data

When carrying out a business task, SAP references the appropriate master data files for information and when the task is complete, SAP creates a document detailing what happened. This document is given a reference, for instance, an order number.


Define Matchcodes

When the list of possible entries for a field is too large to display for selection, SAP matchcodes are used to find the correct entry. They are

really just a search method. When there is a matchcode selection for a field, a little yellow triangle displays in the upper right corner of the field.

Search Terms

SAP displays the search terms for the matchcode. You can now enter as many search terms as you know in order to limit the search. You can even enter parts of search terms.

If the  is shown in the search box, the system will also allow you to specify additional search choices.

Printing Reports

In addition to viewing SAP data online, you can also print and download pre-configured reports.

Accessing Reports

Now, let's access a report using its transaction code: **MC48**.

Here's a hint for getting to the **Command** field easily: press Ctrl + Tab. Your cursor is positioned in the **Command** field.

Running Reports

This is the **Key Figure: Stock Value** selection criteria screen. Here, we'll specify the range of material, sales organization, and plant numbers that we want to view as 0 to 99.

Click  (Execute F8) to run the report.

Printing Reports

To print the report, select the following options from the main menu:

List → Print or click  (Print Shift + F7)

This is the Print Screen List screen. The first field is the Output device. If you know the code for your printer, enter it here or you can look it up with matchcodes.

Enter the Number of Copies you want to print and a Title for the report. To delete the report after it is printed, turn on the Delete after print check checkbox.

Printing Reports (continued)

The report will automatically be sent to your user ID. If you want to change that, type over another user's ID in the Recipient field. Finally, enter your department (like, "ACCT" or "Sales").

Press ENTER to validate the entries.



Click (Print SHIFT + F7) or press **F13** to print the report.

Download Report

In order to create an electronic copy of a report, you can download the data to a PC.

Data



Click to return to the **Key Figure: Stock Value** screen.

From this screen menu, select:

System → List → Save → Local File

The **Save list in file** dialog box displays. Select the type of data to be saved:

- Unconverted – ASCII text
- Spreadsheet – Can be put in an Excel file
- Rich text format – Can be put in a Word document



Press . Enter the file name on pop-up screen.



Click beside the **File name** field to browse for the file on your computer.



Press .

Click OK.

Open the downloaded report file in the desired application.

Print Screen

You can copy the entire SAP screen to the Windows clipboard by pressing the **Print Screen** button. If you have a smaller screen on top of another screen and you want to copy the top screen only, use **ALT + Print Screen**.

Mark Text

It is also possible to copy information from the SAP screen in text form. To mark a selection of text to copy, use the following menu path:



→**Quick Cut and Paste**

Click and drag over the area you want to copy to the windows clipboard.

Copy Marked

Once you have marked a selection, press Ctrl-C to copy the text to the Windows

Information

clipboard (or right-click the mouse and select Copy).

Paste Information

To paste the copied information into other applications, open the target application and press:

Ctrl-V (or **Edit → Paste**) (or right-click mouse and select **Paste**)

System Menu

In addition to manipulating sessions, you can also use the System Menu to:

- Modify your user profile
- View and cancel background jobs
- View data graphically

User Profile

Like other applications, SAP can be customized to meet your particular needs. For instance, you can specify a printer, set up default parameters for fields you use often, and create your own menu.

All of the information about your specific environment is stored in your **User Profile**.

Let's look at how to modify some aspects of your profile.

Specify a Printer

To specify a printer in SAP, use this menu path:

System → User Profile → Use defaults


In the **Output device** field, type the network name of the printer you would like to use. If you do not know the name, press **F4** and select the printer from the list of possible entries.

Set Default Parameters

After you've been working on the system for a while, you may notice that you are repetitively entering some information in certain fields. You can reduce redundancy by setting default parameters for these fields.

First, find the name of the field for which you want to set default information.

Enter in the **Command Field** the transaction, **VA03 - Display Sales Order: Initial Screen**.

Select the field **Order** and click on  the button.

Click **Technical info** and record the entry in the **Parameter ID** field.

Once you've identified the field's ID, you can get to the parameter maintenance screen by using the following menu path:

System → User Profile → User Parameters

Enter the Parameter ID that you recorded earlier in the **Parameter ID** field and the default value in the **Parameter value** field.

Background Jobs

After you have initiated batch jobs, you may want to view the status of the job or cancel the job. You can do either of these things by accessing the Background job status screen. Use the menu path:

System → Job status


On this screen, you can see a list of the most recent jobs. To cancel a batch job, click on the **Cancel** button next to that job.

View Data Graphically

Most of the data that we see in SAP is displayed in tabular format. SAP does, however, give you the capability to view data graphically. Here are two ways to switch from a table view to a graphical view. On screens where the **Graphics** button is displayed, you can transform data into graphs.

Enter transaction **MCBE** in the **Command field**. Enter **1000** in the **Plant** field and **10000660 (pinto beans)** in the **Material** field.

Click on  (Execute F8).

Notice the  button. Click it to create a graphic representation of the data.

**View Data
Graphically
(continued)**

Everywhere else, you can select data to graph by using the following menu path:



→ Generate Graphic

When the **SAP Screen Capture** window appears, highlight the data that you want to graph and click on the **Draw** button.

SAP ICONS



Okay; Continue; Checked; Move to the next screen; Enter



Execute



Back; Access the previous screen



Exit the current transaction; Logoff



Cancel; Cancel the current data but stay in the transaction



User Menu



SAP Standard Menu



Add to Favorites



Delete Favorites



Create a new session



Generate a shortcut to the desktop



Save any changes



Command Field – move to a screen using transaction codes



Print



Display



Help



User Settings. The functions of this menu allows you to modify the behavior of system messages, tab settings, cursor options and whether to display keys in dropdown lists. Also used to generate Hardcopy screen prints.



Access a list of all values or matchcodes that may be used in a field



Dropdown arrow



Choose detail



Sort in ascending order



Sort in descending order



Select All



Deselect All



Set Filter



Display Sum; Total



Information; List Status



Informational Message



Warning Message



Error Message



Critical Message



Find



Find Next



First Page; Move to the first screen in a list



Previous Page; Move to the previous screen in a list



Next Page; Move to the next screen in a list



Last Page; Move to the last page in a list



Copy



Create



Change



Display to Change; Go from Display mode to Change mode



Delete



Selection Mode; Select



Table Settings



Overview; List screen



Variants



Where-used List



Activate



Display Document Flow



Customer; Display Sold-To Party



Other.....



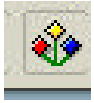
Minimize



Restore



Close; Logoff



Selection Options



Dynamic Selections



Undo; Restore Default Settings



Refresh



First Column; Column Extreme Left



Column left; Previous....



Column right; Previous....



Last Column; Column Extreme Right